

ROUTING AND TRANSMITTAL SLIP		Date
		7/1/85
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/CMS	<i>ES</i>	1
2. EO/DDA	<i>EM</i>	2 July
3. ADLA	<i>7</i>	2 JUL 1985
4. DDA	<i>7</i>	2 JUL 1985
5. <i>DDA Reg. (file)</i>		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org.)	Room No.—Bldg.
<i>STO/DDA</i>	
<i>7C18 Hqs</i>	Phone No.

8041-102

U.S. G.P.O. 1977-241-530/3090

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

85 2337

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Placement Directors' Seminar

STAT FROM:

DA/STO
7C18 Hq.

EXTENSION

NO.

DATE

1 July 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D24 Hq.2 JUL
1985

J

With regard to our brief conversation on Thursday, 27 June, I have requested that the DA be given additional time in the Placement Directors' Seminars.

STAT

the Seminar Director and I have discussed this matter and we are in agreement that the DA will have the entire third day of the program. By initiating this change I will be able to accommodate all of the subgroups in each program.

Seminars are being planned for July, August and September.

Attached is a copy of the tour photo taken on 26 June.

Thank you.

OK

18-4

STAT

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